

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

General Recommendations

Rec. #	Action #	Description	Responsibility	Completion date
1	1.1	No action required at present; divisions may be less deep, and action less likely to be productive, than the APR panel realized	N/A	N/A
33	33.1	Head of Department to discuss with department the desirability of such a process, in light of the need to prepare for a number of impending retirements and in order to ensure that the department begins consciously shaping its own future direction	Head	31 January 2005
	33.2	Engage a knowledgeable external facilitator to assist with the planning process, if desired by the department	Dean of Arts, in consultation with the department	TBD

Recommendations on Matters beyond the Control of the Department

Rec. #	Action #	Description	Responsibility	Completion date
3	3.1	This question will be discussed by the Faculty of Arts Academic Planning Committee; if the Faculty cannot provide adequate resources to enable the language requirement to be met in conditions satisfactory to the Faculty, the requirement should be altered or removed	Dean of Arts, Associate Dean (Undergraduate)	Spring 2005
38	38.1	Dean of Arts to explore the possibility of a half-time appointment (e.g. at the Intermediate Clerk Stenographer level), to be shared with one or more units in the Faculty, with the object of creating the position in the 2005-2006 budget year	Dean of Arts	September 2005
40	40.1	Head to supply a statement of perceived needs (e.g. location and type of projection equipment)	Head, in consultation with department	15 January 2005
	40.2	Dean of Arts to discuss with Associate Vice-President (Academic) and Director of DELT	Dean of Arts	31 January 2005

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

41	41.1	Dean of Arts will review the space allocation for French & Spanish to ensure it is equitable in comparison with other departments, and will discuss with Head	Dean of Arts, Head	31 January 2005
	41.2	Dean of Arts will review with Vice-President (Academic) progress toward implementing principles and policies for allocating space within the academic envelope	Dean of Arts, Vice-President (Academic)	31 January 2005
	41.3	Dean of Arts will ensure that departmental needs are taken into consideration in developing a Facilities Plan for the Faculty in conjunction with the Director of Facilities Managements	Dean of Arts, Director of Facilities Management, Head	31 March 2005
42	42.1	To be treated in the same way as recommendation 40	As for #40	As for #40
43	43.1	An application has been submitted under the Classroom/Teaching Infrastructure upgrade programme, and discussions are continuing	Head. Director of the Language Laboratories, Language Laboratory Advisory Committee	As funds permit
Recommendations concerning New Programmes and Courses				
Rec. #	Action #	Description	Responsibility	Completion date
12	12.1	3000 level: such a course already exists	NIA	Completed
	12.2	4000 level: Head to initiate consideration of a 4000-level course, recognizing the legitimacy of competing views concerning the desirability of such a course	Head, in consultation with department	31 January 2005
18	18.1	Dr S. Jamieson is leading discussion of this initiative, and will provide a recommendation to the Dean of Arts following further consultation with departments concerned (French & Spanish, German & Russian, Linguistics)	Dr S. Jamieson	31 December 2005
26	26.1	No action required pending outcome of 18.1, given the lack of any existing undergraduate programme in translation studies and the lack of capacity to mount a graduate programme; current Arts diploma programmes are open to graduates as well as to undergraduates	NIA	NIA

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

20	20.1	No action required, for the reasons stated by the department	N/A	N/A
Recommendations concerning Existing Undergraduate Programmes and Courses				
Rec. #	Action #	Description	Responsibility	Completion date
9	9.1	A review is continuing, but the issue goes beyond course content per se to includes levels of expected mastery of content. The department will ensure that course sequencing is constructed and implemented so as to ensure continuous progress towards language mastery.	Head of department in consultation with members of the department	Review to be complete by 31 March 2005
10	10.1	This is progressing, as per the department's response.	Head of department	31 March 2005
11	11.1	Department will consider this issue, but these courses normally include an oral language component in any case, and have done so for many years.	Head of department in consultation with members of the department	31 March 2005
13	13.1	This recommendation poses practical difficulties, and there is little perceived added value in group 'lab sections' as opposed to individual 'lab sessions'.	No action	N/A
	13.2	The Department will consider the question of whether a uniform policy on compulsory regular attendance in language lab sessions should be implemented for all or some language courses	Head of department to report findings to Dean of Arts	31 January 2005
14	14.1	This recommendation seems to be based on a misunderstanding of content in 210012101 as compared to 215912160. The Department nonetheless recognizes that 215912160 are probably not appropriate for all graduates of French immersion programmes, and will explore ways to work with the Modern Languages Council of the NLTA and with immersion teachers to ensure that the capabilities and needs of immersion graduates are taken into account in 215912160.	Head of department to conduct consultations and to report findings to Dean of Arts and Associate Dean (Undergraduate)	31 March 2005

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

15	15.1	While maintaining a strong focus on intensive critical reading, the Department has already revised the curriculum of 260112602 to include more extensive reading of longer complete texts.	Head of department	Complete
	15.2	The recent revisions will be monitored and assessed before any further changes are made.	Head of department	30 April 2005
Recommendations concerning Major and Minor Programmes in French				
Rec. #	Action #	Description	Responsibility	Completion date
16	16.1	This determination is complete and a recommendation is awaiting Senate approval	Head of department	Complete
17	17.1	Department practice is already consistent with this recommendation; Head of department will continue to monitor effectiveness of advising in conjunction with the departmental Undergraduate Coordinator	Head of department	Continuing
34	34.1	The recommendation does not call for a shared appointment; an interdisciplinary <i>Groupe de recherche en études franco-terreneuviennes</i> now exists: the need for courses included in the French major programme to be conducted in French poses a barrier to cross-listing with other disciplines	Head of department will continue to explore opportunities to promote interdisciplinary research and teaching	Continuing
44	44.1	This recommendation appears to be based on a misunderstanding of the current situation, and no changes to current practice are needed or desirable, for the reasons stated by the department in its response	No action	NIA

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

Recommendations concerning the Graduate Programme in French				
Rec. #	Action #	Description	Responsibility	Completion date
21	21.1	Given the failure of previous efforts to recruit beyond the pool of local candidates, the Department will examine what incentives would be needed to attract students from outside the province (e.g. creating a most distinctive "niche" for the programme, increasing financial support, creating more regional links, etc.)	Head of Department, in consultation with Associate Dean of Arts (Research & Graduate)	31 March 2005
22	22.1	As for 21.1	Head of Department	31 March 2005
23	23.1	Department will continue to require completion of specific advanced undergraduate material by students who are admitted without an Honours degree	Head of Department	Continuing
	23.2	Department will consider the advisability of requiring a higher standard of previous academic performance from students seeking admission to the graduate programme without having completed an Honours degree	Head of Department	31 January 2005
	23.3	Given that the recent decision to offer only a thesis-based programme emphasizes the need for good academic preparation and may increase programme length, the Department will closely monitor student success and time to completion as the programme is implemented	Head of Department in conjunction with Associate Dean of Arts (Research & Graduate)	Update annually
24	24.1	Dean of Arts and Associate Deans of Arts will consult with Head of Department to assess the feasibility of offering some graduate courses as part of normal teaching load	Dean of Arts, Associate Deans, Head of Department	31 st March 2005
	24.2	Remuneration is governed by Faculty of Arts Teaching Equivalence Policy and MUNFA Collective Agreement	No action	N/A
	24.3	Department will consider the possibility of allowing advanced undergraduate students to register for graduate courses as part of their undergraduate programme	Head of Department. in consultation with members of the department	31 January 2005

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

25	25.1	Head will provide Dean of Arts with information on current status of this initiative	Head of Department	<i>30 November 2005</i>
	25.2	With the assistance of the Associate Dean of Arts (Research & Graduate) as necessary, Head of Department will continue discussions with Linguistics and Faculty of Education and will provide a report on progress to Dean of Arts	Head of Department	<i>31 January 2005</i>
	25.3	Dean of Arts will discuss how to advance this initiative with Dean of Education	Dean of Arts	<i>30 November 2005</i>

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

Recommendations concerning Hispanic Studies				
Rec.#	Action #	Description	Responsibility	Completion date
27	27.1	Members of the Spanish section, in consultation with the Associate Dean of Arts (Undergraduate), will review the current programme and will develop a concept document for Head of Department and Dean of Arts outlining desirable programme revisions	Associate Dean of Arts (Undergraduate)	31 January 2005
	27.2	The document developed under 27.1 will provide a basis for development of new courses and for a proposal to be submitted to the Department and eventually for approval to Senate through normal channels: completion date refers to submission to Faculty of Arts Council	Members of the Spanish section	30 November 2005
28	28.1	This programme is under development on a pilot basis	Members of the Spanish section in consultation with Associate Dean of Arts (Undergraduate)	Spring 2005
29	29.1	Associate Dean of Arts (Undergraduate) will review requirements for Major programmes in the Faculty of Arts in comparison to requirements for the Major in Spanish and will report to Dean of Arts and Head of Department	Associate Dean of Arts (Undergraduate)	30 November 2005
	29.2	Associate Dean of Arts (Undergraduate) will include discussion of this recommendation as part of the process of developing the concept document under 27.1	Associate Dean of Arts (Undergraduate)	31 January 2005

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

30	30.1	This recommendation is considered essentially hortatory, and such courses should ideally be supplements to the Major rather than an integral part of them. Head of Department will explore the implications of this recommendation with Heads of Anthropology and Political Science, where faculty members are known to be actively working in Latin America and in Spain	Head of Department	30 November 2005
	30.2	Head of Department will request information from other Heads in the Faculty of Arts about additional courses that might be appropriate under this recommendation,	Head of Department	30 November 2005
	30.3	Head will report findings to the Associate Dean of Arts (Undergraduate) for inclusion in the concept document discussion under 27.1	Head of Department	15 December 2005
31	31.1	This recommendation is being implemented in conjunction with the Cercle français	Spanish section	Continuing
32	32.1	This is in process as much as allowed by departmental resources	Spanish section, Head of Department	Continuing
	32.2	Dean of Arts will continue discussions with University Librarian and other deans and directors about ways and means to deal with obstacles posed by copyright legislation and will report to Heads of departments, Faculty of Arts	Dean of Arts	31 January 2005
	32.3	Dean of Arts will consider creation of a "classroom media fund" for the Faculty on the same basis as the Visitor Support and Student Support funds	Dean of Arts	31 March 2005

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

Recommendations concerning First-Year French				
Rec. #	Action #	Description	Responsibility	Completion date
2	2.1	The issue of the second language requirement will be referred to Faculty of Arts Academic Planning Committee for a recommendation	Dean of Arts	30 September 2005
	2.2	Further action by the department will be deferred until a recommendation has been received from Academic Planning Committee	Head of Department	Pending
5	5.1	Department will seek assistance and advice on online placement testing from Faculty of Education to guide a decision on whether to retain the online test in revised form	Head of Department	31 March 2005
	5.2	Department will seek information on the use in other Canadian universities of "antirequisites" to limit deliberate enrolment by students in courses whose level is too low to challenge them	Head of Department	31 March 2005
8	8.0	All actions arising from this recommendation must be considered in conjunction with those arising from recommendation 2	Various	NIA
	8.1	Department will consider whether waivers of all or part of the language requirement is appropriate for students who have completed high-school core French	Head of Department	31 March 2005
	8.2	Department will consider whether waiver of all or part of the language requirement is appropriate for students with credit for high-school Spanish	Head of Department, Coordinator of Spanish	31 March 2005
	8.3	Information will be provided to students on the bases of decisions taken under 8.1 and 8.2	Head of Department, Coordinator of Spanish	TBD
	8.4	Information on challenge for credit is already provided to students	Head of Department, First-Year Coordinator, Coordinator of Spanish	Continuing

DEPARTMENT OF FRENCH AND SPANISH
Academic Programme Review: Action Plan as of 31 January 2005

Recommendations concerning Contractual Teaching Staff				
Rec. #	Action #	Description	Responsibility	Completion date
4	4.1	Assessment of contractual teaching staff is already conducted (CV is assessed on application, all new potential instructors are interviewed by Head, First-Year Coordinator, and one member of the departmental Council; new potential contractual teaching staff in Spanish are interviewed by Coordinator	Head of Department, Coordinator of Spanish	Continuing
6	6.1	New instructors are often mentored by senior colleagues; all contractual teaching staff have access to workshops offered by Instructional Development Office; practical difficulties make it hard to do more than is now being done (beginning of semester is very busy, contractual teaching staff cannot be required to attend workshops prior to beginning of their contract)	Head of Department, Coordinators	Continuing
7	7.1	Consultation on textbook choice is already in place. and does involve contractual teaching staff in the case of courses which are assigned to them	Head of Department, Coordinators	Continuing
	7.2	Contractual teaching staff now have a vote in departmental meetings on issues concerning them	Head of Department	Continuing
35	35.0	Actions arising from this recommendation must be linked to the outcome of actions arising from recommendation 2	Various	N/A
	35.1	Dean of Arts will supply information to Head of Department concerning the implications of converting some portion of the contractual teaching budget for French to new tenure-track positions	Dean of Arts	31 December 2004
36	36.1	This recommendation has been implemented	N/A	Complete
37	37.1	Head of Department will develop updated job descriptions in consultation with administrative support staff and Manager, Finance and Administration	Head of Department, Manager of Finance and Administration, staff members	28 February 2005
	37.2	Updated job descriptions will be circulated to members of the department	Head of Department	31 March 2005

DEPARTMENT OF FRENCH AND SPANISH

Academic Programme Review: Action Plan as of 31 January 2005

39	39.1	Opportunities to improve French and Spanish language skills will continue to be provided in accordance with University policy	Head of Department	Continuing
	39.2	Head of Department will make clear that staff members are not required to possess French or Spanish language skills, but are encouraged and supported in efforts to upgrade their skills in this area	Head of Department	31 December 2004